

**PART I – THE SCHEDULE**

**SECTION G – CONTRACT ADMINISTRATION DATA**

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**G.1 ADDRESS OF CORRESPONDENCE**

All correspondence concerning the contract shall be directed to the Contracting Officer at the following addresses:

**For US Mail delivery:**

Commandant (CG-9124/KBW)  
ATTN: Kerri B. Williams  
U.S. Coast Guard Headquarters  
2100 Second Street S.W., Suite 11-0703  
Washington, D.C. 20593-0001  
M/F: HSCG23-08-R-ADA011

**For commercial courier and hand-carried deliveries:**

U.S. Coast Guard (CG-9124/KBW)  
Attn: Kerri B. Williams  
1900 Half St. S.W., Suite 11-0703  
Washington, DC 20593-0001  
M/F: HSCG23-08-C-ADA011

**G.2 AUTHORITY OF GOVERNMENT PERSONNEL**

**G.2.1 Contracting Officer**

**G.2.1.1** The Contracting Officer (KO) is the only person authorized to approve changes in any of the requirements under this contract. Notwithstanding any clause contained elsewhere in this contract, the said authority remains solely with the KO.

**G.2.1.2** In the event the Contractor effects any change at the direction of any person other than the KO, including any change beyond the scope of authority given to the duly authorized Contracting Officer's Technical Representative, Contracting Officer's Representative, or Coast Guard Acceptance Representative identified in the contract, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The KO has the authority to perform any and all post-award functions in administering and enforcing this contract in accordance with its terms and conditions.

**G.2.1.3** The Contracting Officer's Technical Representative (COTR) is responsible for administering the performance of work under this contract. IN NO EVENT, however, will any understanding, agreement, modification, change order, or other matter deviating from the terms of this contract be effective or binding upon the Government unless formalized by proper contractual documents executed by the KO prior to completion of the contract.

**G.2.1.4** The COTR may give technical direction to the Contractor that fills in details, requires pursuit of certain lines of inquiry, or otherwise serves to facilitate the Contractor's compliance with the contract. To be valid, technical direction by the COTR must be consistent with the general scope of work set forth in this contract.

### **G.3 INVOICING REQUIREMENTS**

#### **G.3.1 General.**

**G.3.1.1** Invoices may be submitted as frequently as every two weeks, unless otherwise agreed to by the Contracting Officer.

**G.3.1.2** Each invoice must correspond to the contract or modification and may not include charges for items/services not identified in the contract or modification. The contract number found in block 2 of the SF 33 contract, and the modification number found in block 2 of the SF 30 must be included in an invoice or a request for contract financing payment for it to constitute a proper request for contract payment.

**G.3.1.2.1** Invoices shall be broken down by CLIN and sub-CLIN.

**G.3.1.2.2** Cost-based invoices shall be certified by the Contractor with regards to the allowable and allocable costs incurred in the performance of the work as of the last day of the invoice period.

**G.3.1.2.3** Each original invoice shall be submitted to the designated billing office at the following address:

INVOICE HSCG23-08-C-ADA011  
Commandant (CG-9124/KBW)  
Attention: Kerri B. Williams  
U. S. Coast Guard Headquarters  
2100 Second Street SW, Suite 11-0730  
Washington, DC 20593-0001  
M/F: HSCG23-08-C-ADA011

**G.3.1.3** One copy of the original invoice shall be submitted to the COTR at the address cited in the COTR appointment letter or in any subsequent letter from the Contracting Officer that cites a different address. Any ambiguity concerning the COTR address shall be referred to the Contracting Officer for resolution.

**G.4 CONTRACTOR REPRESENTATIVES AUTHORIZED TO SIGN DOCUMENTS**

Upon execution of the Contract, the Contractor shall provide a list to the Contracting Officer, which identifies the Contractor representative(s) authorized to sign written communications on behalf of the Contractor. The list shall specifically contain the following: (1) name of individual authorized to sign Contractor-generated technical data and Contractor management type documentation, and (2) type of documentation each individual is authorized to sign. Upon addition or deletion of one or more names, the list shall be revised accordingly.

**G.5 RESPONSIBLE OFFICIAL(S) WHO CAN RECEIVE NOTIFICATION OF AN IMPROPER INVOICE AND ANSWER QUESTIONS REGARDING THE INVOICE**

For use in the event your firm receives a contract as a result of this solicitation, designate the responsible official(s) who can receive notification of an improper invoice and answer questions regarding this invoice.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone/Fax  
Number: \_\_\_\_\_

E-Mail  
Address: \_\_\_\_\_

**G.6 ACCOUNTING AND APPROPRIATION DATA**

The accounting and appropriation data for this contract is provided on SF 33, Block Number 21.

**G.7 PAYMENT AND INVOICE INFORMATION**

Payment shall be made for services accepted by the Government delivered to the destinations set forth in the contract. The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) Circular A-125, Prompt Payment. The Government will make payment in

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accordance with the clause FAR 52.232-33, Payment By Electronic Funds Transfer - Central Contractor Registration (May 1999).

All invoices shall contain the following information at a minimum:

- Name & Address of Contractor/Signature and Name of point of contact/
- Date and invoice number
- Contract number
- Number and date of action
- Documentation on all costs incurred under cost-type CLINs
- Contract Line Item Number (CLIN), and Sub-Contract Line Number, if applicable
- Quantity, unit price, and extension of each CLIN
- Performance period
- Interim payment period, payment for partial delivery, if applicable
- Prompt payment discounts

#### **G.8 PAYMENT INFORMATION**

Coast Guard requires the contractor to submit certain information to the United States Coast Guard Finance Center in order to facilitate EFT payment for deliveries or performance under this contract. Accordingly, prior to submitting the first invoice for payment, the contractor shall complete the EFT/ACH Vendor Payment Enrollment Form, available at the website, [https://www.fincen.uscg.mil/secure/enrollment\\_form.htm](https://www.fincen.uscg.mil/secure/enrollment_form.htm). The form may be completed online or faxed to the USCG Finance Center following the online instructions. Failure to submit the EFT/ACH Vendor Payment Enrollment Form to the above USCG Finance Center address as soon as possible after award may result in nonpayment of invoices.

#### **G.9 INVOICING AND PAYMENT INFORMATION FOR CONTRACTORS**

The Data Universal Numbering System (DUNS) number is the primary identifier in Central Contractor Registration (CCR). Contractors are located and identified in CCR by their DUNS number. Therefore, to facilitate payment, it is in the contractor's best interest to ensure that the DUNS number is recorded on every invoice submitted to the US Coast Guard.

#### **G.10 FACSIMILE NUMBER AND MAILING ADDRESS FOR CONTRACT MODIFICATIONS**

Contractors shall indicate below where contract modifications shall be sent:

Facsimile Number: (\_\_\_\_\_)\_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

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## **G.11 REQUEST FOR PAYMENT – COST REIMBURSEMENT**

(a) A request for payment, whether referred to as an invoice or voucher, is proper if it complies with this clause and the clause at FAR 52.232-25, Prompt Payment [(a)(3)(i) through (a)(3)(viii)]. Moreover, a request for payment must be accurate for it to be proper.

(1) If a request for payment does not include all the items required by this clause and the clause at FAR 52.232-25, Prompt Payment, then the request is not proper and shall be returned with a statement of the reason(s) it is not proper.

(2) If a request for payment includes all the items required by this clause and the clause at FAR 52.232-25, Prompt Payment, but is inaccurate, then the request is not proper and the contractor shall be notified in writing of the error(s); the Government reserves the right to return an inaccurate request for payment with a statement of the reason(s) it is not proper.

(b) Each original request for payment shall be submitted to the designated billing office at the following address:

Invoice  
Commandant (CG-9124/KBW)  
U. S. Coast Guard Headquarters  
2100 Second Street SW Suite 11-0703  
Washington, D.C. 20593-0001

(i) One copy of the original request for payment shall be submitted to the COTR at the address cited in the COTR appointment letter or in any subsequent letter from the contracting officer that cites a different address. Any ambiguity concerning the COTR address shall be referred to the contracting officer for resolution.

## **G.12 FOREIGN AND DOMESTIC TRAVEL**

**G.15.1** Approval of Foreign Travel: The cost of foreign travel is allowable only when the specific written approval of the Contracting Officer responsible for administration of the contract is obtained prior to commencing the trip. Approval must be requested at least 30 days before the scheduled departure date in order that all necessary clearances may be processed. Foreign travel is defined as any travel outside of Canada and the United States and its territories and possessions.

**G.15.2** Domestic/local travel shall take place in accordance with the Federal Travel Regulations (FTR). Documentation showing dates and mileage for such travel shall be maintained in support of invoices claiming reimbursement.

**END OF SECTION G**